

**HOMES FOR THE AGED
DOCUMENTS NEEDED
FOR ONSITE INSPECTION**

The following documents need to be available for review by licensing staff when conducting inspections:

- ___ resident register
- ___ program statement
- ___ Alzheimer's description of services (if represented to the public)
- ___ admission contract (includes admission and discharge/retention policies)
- ___ resident rights & responsibilities
- ___ copy of surety bond
- ___ accounting of all resident funds held in trust for past year
- ___ smoking policy
- ___ disaster plan
- ___ floor plan
- ___ water temperature log – if one is being maintained
- ___ age waivers for any residents who were under 60 while residing in home since last onsite inspection on _____
- ___ staff work schedule for preceding 3 months
- ___ staff training program curriculum
- ___ staff TB policy
- ___ administrator's most recent TB screening
- ___ reportable incident reports for past 3 months
- ___ other: _____